



CITY MANAGER COTTONWOOD HEIGHTS, UTAH

Now Hiring





ABOUT COTTONWOOD HEIGHTS

City between the canyons

Cottonwood Heights is literally the geographic gateway to Big and Little Cottonwood Canyons. The city is a sub-regional market to the Greater Salt Lake area, providing over 3,000,000 square feet of high-quality office space which continues to see low vacancy rates.

Cottonwood Heights is in close proximity to world-class outdoor recreational amenities and ski resorts like Brighton, Solitude, Snowbird, and Alta, and has well-established residential neighborhoods and vibrant retail centers. The access the city provides to employment centers and to nearby outdoor recreation amenities is second to none, with proximity to three major interchanges of Interstate 215 and to scenic Wasatch Boulevard, which serves as the transportation connection to the canyons.

The combination of all these factors makes the city both a wonderful place to live and a vibrant economic hub within the region.

2022 CENSUS DATA



Population: 33,597

Total Households: 13,350

- Single-family: 9,365
- Multi-family: 3,985



Median Household Income: \$99,645



City Size: 9.23 square miles



ORGANIZATIONAL HIGHLIGHTS

PUBLIC SAFETY

Crime rates have increased nationally in recent years, but our police department has reported decreases in crime since 2020. We are part of the valley-wide partnership with mental health providers to better serve those with these health challenges. Our police department also participates in community events, including Butlerville Days, Bark in the Park, and Light the Heights, and in neighborhood meet-and-greets.

RECORDS, CULTURE & HUMAN RESOURCES

Our records, culture, and human resources team has handled 189 records requests and 7 bidding processes. Moreover, our culture team dedicates significant effort to organizing various community events annually, such as:

- Summer musical
- Butlerville Days celebration
- Bark in the Park
- Light the Heights
- Art exhibits at City Hall

PUBLIC WORKS

Our public works team maintains the city's roads and infrastructure. The team recently:

- Surveyed 2,779 manholes
- Swept 4,352 miles of road and removed 650 tons of debris from city streets and drain inlets
- Filled 1,721 potholes using 228 tons of asphalt
- Finished 542,000 square feet of road reconstruction
- Cleaned 4,387 storm drain grates and 53 storm drain inlet boxes
- Completed the Prospector Drive storm drain & waterway project

FINANCE

The Government Finance Officers Association (GFOA) recently named the city a 2022 Triple Crown winner, which recognizes governments who've received three separate GFOA awards for a fiscal year. Cottonwood Heights is one of about 317 governments that received this special designation for fiscal year 2023.

Community and Economic Development

The housing and development team provides long-range planning and enhances the city's economic vitality by creating attractive city amenities, supporting existing city businesses, and promoting the city as an attractive location for new businesses. In 2023, the team:

- Processed 60 land use applications
- Welcomed 102 new businesses
- Issued 829 building permits
- Completed 2,116 inspections



CITY MANAGER POSITION

Cottonwood Heights is a vibrant, city, with a population of approximately 33,000, and has a number of exciting projects moving forward including future redevelopment of the Hillside Plaza area that was recently acquired by the city's Community Development Renewal Agency. The organization is stable and the existing Manager has served for close to six years and is pursuing an opportunity in higher education and nonprofit service. The city manager position reports to a five-member city council consisting of a mayor and four council members representing districts within the city. There is a leadership core of five department directors (Administrative and Financial Services, Community and Economic Development, Police, Public Works and Records, Culture and Human Resources) that report to the Manager and collaborate on organizational direction and strategy in alignment with policy direction from the City Council.

The City Council is seeking a candidate that can reinforce and accelerate the current trajectory of the city and support a seamless transition of leadership. The next City Manager at Cottonwood Heights will be a seasoned municipal leader with demonstrated skill and experience in the full range of core leadership and management competencies. The Manager will be actively engaged with all facets of the city organization and be skilled at cultivating relationships and partnerships external to the organization. As a proven strategic leader with high interpersonal competence and emotional intelligence, the next City Manager will be capable of defining and communicating a unified vision and purpose, leveraging all resources and tools to achieve it.



QUALIFICATIONS:

- Graduation from college with a master's degree in public administration, business administration, finance or a closely related field;
- AND ten (10) years of Municipal experience and five (5) years of supervisory experience performing above or related duties;
- OR An equivalent combination of education and experience.

COMPENSATION:

The salary range is open, dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The city offers an attractive benefits package. The city council will negotiate a mutually agreeable employment agreement with the selected candidate.

TO APPLY:

The position is open until filled, priority review of applications will begin on May 15th. Please submit your application, resume, and cover letter online. Visit <https://cottonwoodheightsut.applicantpro.com/jobs> to apply.

For any questions, contact Paula Melgar, Director of Records, Culture & HR Department, at pmelgar@ch.utah.gov or call 801-944-7021.